



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Manager II (Specialist) - Permanent Appointment, Full-time

Statewide

**Location:** Personnel/Payroll Services Division  
710 Riverpoint Court, Suite 150, West Sacramento, CA 95605

**Issue Date:** May 1, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Natlaya Kulagina, (916) 375-6032

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-221-4801-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general direction of a Manager, Organizational Change Management (Staff Services Manager III), the Deployment Manager will have primary responsibility for developing and implementing statewide deployment initiatives, and for determining department readiness to implement the new HRMS. This will require the coordination of tasks across functional areas of the project, as well as coordinating change activities at the department level. The Deployment Manager will oversee the development of readiness tools and monitor department readiness to go-live, and direct department staff in executing cutover activities that need to be completed prior to go-live. Effective management of these tasks is critical to the success of project implementation efforts.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

Specific duties include but may not be limited to the following:

- Establish priorities and direct project resources for deployment tasks and activities.
- Work with internal and external business and technical teams to identify and define deployment initiatives.
- Coach and motivate team members to ensure productivity, teamwork and improve group competency in deployment efforts.
- Establish deployment strategies and goals and organize team efforts in achieving objectives.
- Manage business and technical team contributions, and ensure co-development and sharing of best practices wherever possible.
- Assess the impact of the new HRMS on department business processes, procedures and policies.
- Implement standard IT and business templates to support deployment efforts.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Develop, organize and implement communication and marketing strategies to promote buy in and sustain the confidence of business partners, unions, campuses and human resource staff in deployment initiatives.
- Coordinate and solicit input from internal and external stakeholders to better understand customer needs and expectations. Integrate ideas, concepts and solutions into ongoing deployment strategies.
- Function as high-level subject matter expert for Departments, Control Agencies, and CSU Campus staff to resolve problems and issues with deployment.
- Develop project plans (short and long term), and negotiate changes in scope, resources and/or timeframes.
- Establish a metrics and reporting structure to ensure senior management staff are apprised of on-going deployment activities.
- Act for the Manager, Organizational Change Management, and represent the project to stakeholders, and perform other duties as required.
- Develop and make presentations to State administrative staff, varying from working level to high-level management.
- Handle special assignments, confidential reports and prepare presentations.

**Desirable Attributes, Experience and Qualifications**

- Excellent communications skills;
- Excellent organization and research skills with attention to detail;
- Knowledge of project work;
- Ability to assess issues and make recommendations about the best possible solution(s);
- High degree of initiative and ability to work in a team setting;
- Experience with system deployment;
- Experience developing deployment plans, schedules and strategies; and
- High degree of initiative.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division  
710 Riverpoint Court, Suite 150  
West Sacramento, CA 95605

Attn: Natalya Kulagina